

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC No. 24, 1999

*Noted & file  
RRA  
7/13*

**MEMORANDUM CIRCULAR**

**TO: THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS, DEPARTMENT MANAGERS, REGIONAL/OPERATIONS MANAGERS, PROJECT MANAGERS, PROVINCIAL IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS, AND ALL OTHERS CONCERNED**  
National Irrigation Administration

**SUBJECT: ✓ EXTENDING THE GRANT OF P500 PER MONTH ADDITIONAL COMPENSATION (ADCOM) TO NIA PERSONNEL WITH POSITIONS ALLOCATED TO SALARY GRADE 26 AND ABOVE**

**1. Purpose**

The purpose of this Circular is to formalize the existing policies and rules governing the grant of P500 monthly ADCOM pursuant to Administrative Order (AO) 53 and to extend its grant to the rest of the personnel of the NIA as authorized under Section 49 of the General Provisions of RA No. 8745, the 1999 General Appropriations Act and approved for implementation under NIA Board Resolution No. 6889-99 dated June 14, 1999 approving same for implementation.

**2. Coverage**

✓ This Circular now covers all NIA personnel regardless of salary grade assignment, under permanent, temporary, contractual, casual, daily or emergency status, whether full-time or part-time basis.

**3. Exemption**

- 3.1 Those who have been declared absent without leave (AWOL) by competent authority;
- 3.2 Those under service contracts such as consultants and experts who are hired for a limited period to perform specific activities or services with expected outputs;

laborers of contracted projects (pakiao); those paid by piecework basis and those who are not hired as part of the organic manpower of government entities.

#### **4. Rules and Regulations**

The ADCOM herein authorized shall be paid in accordance with the following rules and regulations.

- 4.1 Government personnel who are paid on annual or monthly basis shall be paid ADCOM of P500 per month.
- 4.2 The ADCOM of government personnel paid on an hourly, daily or part-time basis shall be computed on the basis of actual services rendered during the month but not to exceed P500 per month as shown in Annex "A".
- 4.3 The ADCOM of government personnel who incurred absences without pay including those on leave without pay during the month shall be computed on the basis of actual services rendered with pay during the same month as shown in Annex "B".
- 4.4 Government personnel who are on full-time or part-time detail with another agency or special project shall receive the ADCOM from their home office, or in the case of those paid from project funds, from the same source where they draw their basic salaries. No one shall receive ADCOM from more than one source.
- 4.5 The ADCOM of government personnel with pending cases shall continue to be paid for as long as they are paid their basic pay.
- 4.6 The ADCOM of government personnel under preventive suspension or have been meted suspension without pay shall not be paid during the period of their suspension.

#### **5. Funding Source**

Funds for the purpose of implementing this Circular for those whose salaries/wages are charged against the Current Operating Budget for 1999 shall be charged thereto. Those whose positions are authorized under Project Plantilla shall be charged against their respective project funds.

## **6. Responsibility of the Chiefs of Offices**

Chiefs of Offices concerned shall be held responsible and personally liable for any payment of ADCOM not in accordance with the provisions of this Circular, without prejudice however, to the refund of any excess payment by the employee concerned.

## **7. Saving Clause**

Cases not covered by the provisions of this Circular shall be referred to the Administrator, Attn.: The Assistant Administrator for Administrative Services.

## **8. Repealing Clause**

Provisions of Circulars and other issuances which are inconsistent with this Circular are deemed amended, repealed and superseded accordingly.

## **9. Effectivity**

This Circular shall take effect immediately but not earlier than January 1, 1999.

  
**MANUEL S. AREVALO**  
Administrator

9 July 1999

Annex A

COMPUTATION OF ADCOM OF EMPLOYEES PAID  
ON AN HOURLY, PART-TIME OR DAILY BASIS

$$\frac{\text{ADCOM per month} = \text{P500}}{\text{(22 working days x 8 hours)}} \times \text{Number of hours worked during the month}$$

= ADCOM for the month but not to exceed P500

Example:

Number of working days per month = 22

Number of hours per day = 8

Actual number of hours worked = 90

Thus:

$$\begin{aligned} & \frac{\text{P500}}{22 \times 8} \times 90 \\ &= \frac{500}{176} \times 90 \\ &= 2.84 \times 90 \\ &= \text{P255.60} \end{aligned}$$



## Annex B

### Computation of ADCOM of Government Personnel Who Incurred Absences Without Pay and Those on Leave Without Pay

$$\frac{\text{ADCOM per month} = \text{P500}}{\text{(Number of working days per month)}} \times \text{Number of days worked with pay during the month}$$

**Example:**

**Given:**

$$\text{ADCOM per month} = \text{P500}$$

$$\text{constant: Number of working days per month} = 22$$

$$\text{variable: Number of days worked with pay} = 12$$

**Thus:**

$$\frac{\text{P500}}{22} \times 12$$

$$= 22.73 \times 12$$

$$= \text{P272.76}$$

